

Office of Professional Regulation

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December 2016

Tutorial for Judges & Court Staff Regarding Pro Hac Vice Registration and Fee Payment

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Introduction

An out-of-state attorney desiring to appear pro hac vice in an Iowa case is required to access the Office of Professional Regulation (OPR) / Supreme Court Commissions (SCC) web site, submit certain personal information to fill pertinent fields in the lawyer database, and pay a fee of \$250 that will be deposited in the Client Security Trust Fund. The registration and fee payment allow the attorney to apply to appear pro hac vice in Iowa cases, subject to the limits and requirements of Iowa Court Rule 31.14, for a period of up to five years from the date of registration. Attorneys who register and pay the fee appear in the SCC database with the status of "Pro Hac Vice." A separate tutorial for out-of-state attorneys desiring to register is available at the OPR Announcements and Reports web page:

http://www.iowacourts.gov/For_Attorneys/Professional_Regulation/OPR_Announcements__Reports/

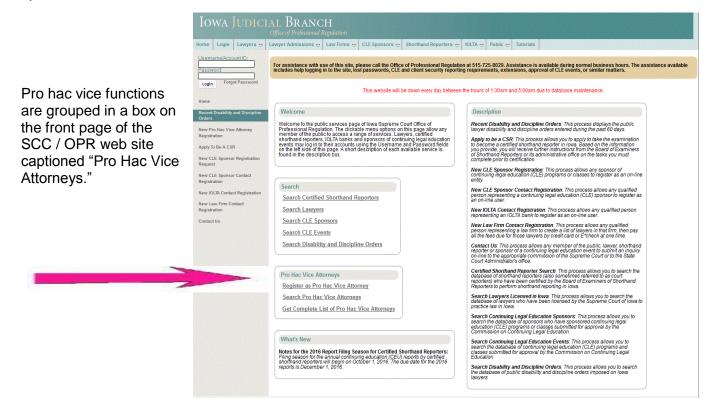
An out-of-state attorney's registration is recorded with an expiration date of five years. Once that five year period has expired, the attorney is permitted to submit a new registration and fee payment and acquire a new five year period in which to make pro hac vice applications. All registrations - the first one with its expiration date, and any subsequent registrations with their expiration dates – are visible in the database to persons searching the pro hac vice registrations.

Accessing the SCC / OPR Web Site

The address for the SCC / OPR web site is: http://www.iacourtcommissions.org

To access the site, just open up Internet Explorer or another web browser, and type or paste this web

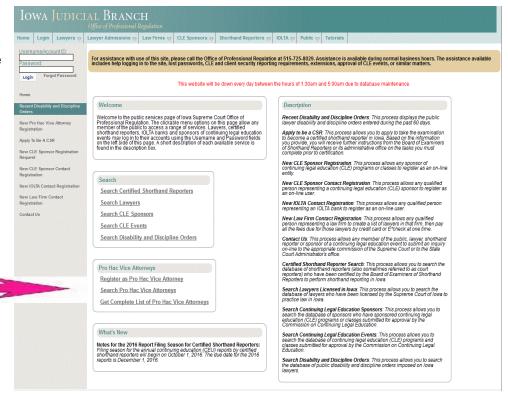
address into the address window. A popup notifying you that you are accessing a nonsecure page may appear - just answer that you want to proceed, and the front page of the SCC/OPR web site should open.



Searching the Database of Registered Pro Hac Vice Attorneys

The database of attorneys who have registered and paid the pro hac vice registration fee is searchable using the general attorney search capabilities on the OPR / SCC web site. In addition, a separate utility for searching the pro hac vice registrants is available on the external SCC site for use by the public, judicial officers, Judicial Branch staff, and other attorneys.

To search only the entries for registered pro hac vice attorneys, click on the item "Search Pro Hac Vice Attorneys" where it appears in the box captioned "Pro Hac Vice Attorneys"



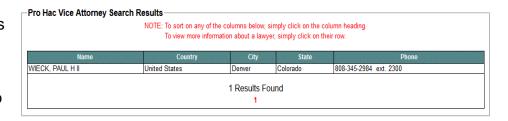
You will be shown a search page at which you may formulate your query. A coarse query (for example, using the Last Name search box only) is the preferred approach.

To perform a search, enter your query terms and click on the [Find Now] button.

Search Pro Hac Vice Attorneys Licensed in Iowa	
Important Note:	
a search criterion will only return results based on business location inform the commissions of the lowa Supreme Court, that lawyer's name will not at	to the public. Any search that includes a country, county, city or state value as nation for lawyers. If a lawyer has not reported business address information to opear on any search that includes location information as a search value. For siness address information to report or include in the commissions' database.
Last Name:	
First Name:	
Country of Business:	Any
City of Business:	
State/Province of Business:	Any
Is in Good Standing:	Any ▼
Fi	nd Now

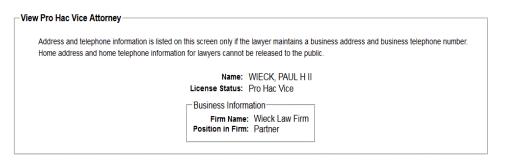
This process allows you to search the database of Pro Hac Vice Attorneys who have registered with the Office of Professional Regulation.

The search result will be displayed. From this page, you can refine your query terms and click on [Find Now] to search again. You also may place your cursor over the line showing an attorney you are interested in, and click on that line to display additional information regarding that attorney.





If you click on the line shown for a particular attorney, additional information for that attorney will be displayed.



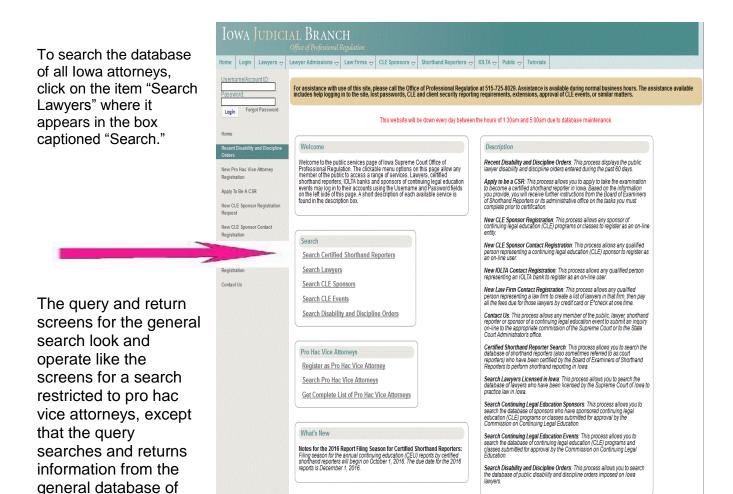
Registrations

Registration Date	Expiration Date
2016-10-06	2021-10-06

Reinstatements, Disability or Disciplinary Orders in Iowa

No Orders/Actions for this Attorney

Back

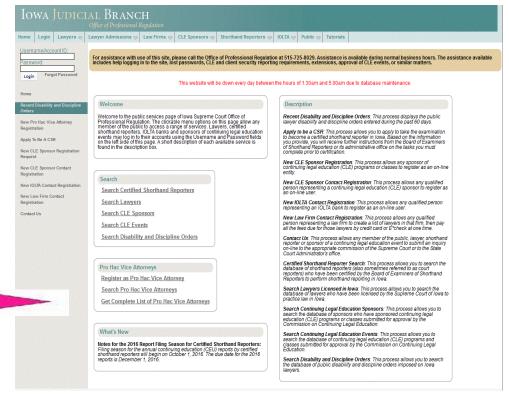


lowa attorneys.

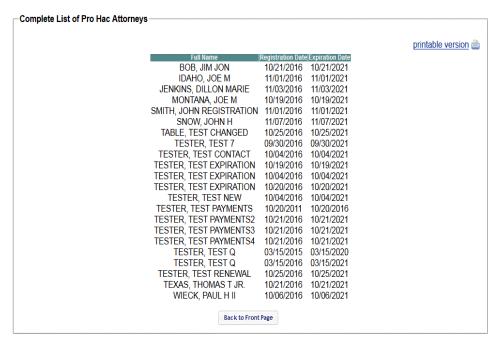
Getting a List of Registered Pro Hac Vice Attorneys

A simple list of all attorneys who have registered and paid the pro hac vice registration fee is available on the OPR / SCC web site.

To get a list of all registered pro hac vice attorneys, click on the item "Get Complete List of Pro Hac Vice Attorneys" where it appears in the box captioned "Pro Hac Vice Attorneys"



A complete list of registered pro hac vice attorneys will be displayed. The list may be printed by clicking on the [printable version] button.



This page allows you to view the latest Pro Hac Vice Attorney registration information.